

OSDiscussions...

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New and Enhanced Comm-PASS is on the way

OSD is pleased to announce that it has signed an agreement with BearingPoint, formerly KPMG Consulting, to replace the Commonwealth Procurement Access & Solicitation System (Comm-PASS). This system will be available early next calendar

year providing many benefits to buyers and bidders. Limited versions of the system have been running successfully in Maryland and Wichita since 2000. Massachusetts is proud to be the first state to implement a single solicitation and contract system for use by all eligible public entities. OSD's goal is to create value by leveraging public buying power and streamlining vendors' bid activities.

All Massachusetts Public Purchasers may:

- Leverage aggregate buying power

(Continued on page 8)

Buying Off Federal Contracts (Section 211, E-Government Act of 2002)

As a result of the Homeland Security Act, states and local governments may soon purchase off Federal Supply Schedule 70 for specified Information Technology hardware, software and services. What does this mean for IT purchases that a department or city/town may be planning in FY 04 and what are the potential advantages of using **General Services Administration (GSA) Schedule 70 contracts?**

When OSD met with representatives of the GSA in June, we learned the following:

- If a contractor is already on the GSA Schedule 70, procurement is not needed which will save both time and resources.
- The schedule price list is a "ceiling" price from which additional discounts may (and should) be negotiated.
- Federal Schedule 70 contracts are written with built in flexibility that permits a contractor to add new items to the schedule throughout the contract period. So, as technology changes and improves, new products may be available from this same schedule.
- GSA contracts are generally written for a period of five years with three 5-year options periods.
- Approximately 68% or 2300 contractors on Schedule 70 are authorized to participate as small businesses and many may be minority and women owned companies.
- Interested purchasers can search for companies by business size and location by using a "search and sort" feature in the e-Library section of the GSA webpage (www.gsadvantage.gov).
- A new icon (COOP PURCH) has been created to identify those GSA Schedule 70 contractors that have agreed to participate in this cooperative purchasing initiative with state and local government.
- An updated manual with additional information on how to use GSA contracts will be available sometime after July 2003.

How will the availability of this schedule affect OSD statewide contracts? OSD has been

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the Internet!

www.mass.gov/osd
under News And
Updates

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Buying Off Federal Contracts.....

(Continued from page 1)
aware of GSA contracts for
many years but prior to this
recent legislative change, was
unable to purchase using these
contracts. Within the past
year, OSD added boilerplate
language to statewide procure-
ments that require a bidder to
identify whether it has a
contract with GSA for the
same or similar commodity or
service so that information
could be used in contract

negotiations. Now that Schedule 70 contracts can be made
available for state use, OSD will:

- a Consider using GSA Schedule 70 contracts in those cases
where the Commonwealth needs a commodity or service but
resources are unavailable to complete a procurement. Under
these circumstances, OSD will establish a new statewide
contract based on the GSA procurement as is permitted
under 801 CMR 21.05 (4) Collective Purchasing;
- b Compare GSA Schedule 70 contracts with OSD statewide
contracts for price, added value features and overall
contract terms and conditions for "best value". A prelimi-
nary review of contracts indicates that, in many cases,
OSD contracts have better prices and more favorable
terms than the GSA contracts. However, in those cases
where GSA contracts are more favorable to Commonwealth
purchasers, OSD will either re-negotiate contract terms
with existing statewide contractors to meet or beat the
GSA contract or OSD will make the particular contract
available and recommend through a "purchasing alert" to
Commonwealth departments that they use the GSA
contracts rather than the statewide contract.

The opportunity to use GSA contracts is new and currently
limited to only information technology products and services. We
expect that GSA will make more information available to states
throughout the summer and we will pass on this information
through notices on the OSD web page (www.mass.gov/osd), in
future issues of OSDiscussions and in policy guidance.

Please note that there may be limitations to the use of GSA
Schedule 70 contracts by cities/towns. The Office of the
Inspector General has determined that, although the federal
government now permits local governments to make purchases off
General Services Administration (GSA) contracts, there is no
exemption in M.G.L. c. 30B for these purchases. If a city/town
wants to purchase a supply from a GSA vendor at the GSA price
and the cost is \$5,000 or more, but less than \$25,000, then it may
use the GSA vendor's price as a price quotation and solicit at
least two more price quotations. If a city/town wants to make a
purchase from a GSA vendor and the cost is \$25,000 or more,
then it still must comply with the invitation for bids (IFB) or the
request for proposals (RFP) process set forth in M.G.L. c. 30B.
However, cities/towns may require, as part of the IFB or RFP
criteria, that bidders offer the supply or service at the GSA
price or lower.

Cities and towns subject to Chapter 30B procurement
requirements with additional questions may wish to consult with
the Inspector General's Office. Questions on Schedule 70
contracts from all other purchasers can be directed to Dick
Mordaunt @ 617-720-3302 or @
Richard.Mordaunt@osd.state.ma.us.



Handbook Update #4—Oops! Did we say that?

- By Monica Synnott

ODS's latest handbook
update (#4) was issued on May
27 and contained revised
optional and required specifi-
cations for Requests for
Responses. However, the

Electronic Funds Transfer language stated "...Success-
ful bidders, upon notification of contract award, will
be required to enroll in EFT as a contract require-
ment by completing and submitting the *Authorization
for Electronics Funds Payment Form* to **OSD** for
review, approval and forwarding to the Office of the
Comptroller."

Instead it should read, "Successful bidders, upon
notification of contract award, will be required to
enroll in EFT as a contract requirement by completing
and submitting the *Authorization for Electronics
Funds Payment Form* to **this department** for review,
approval and forwarding to the Office of the Com-
ptroller."

OSD would be very appreciative if you make that
change in your specification attachments. The correc-
tion has been made on the Internet and in the ap-
pended update to the handbook.

Many thanks to Melissa Morrison of the Depart-
ment of Housing and Community Development for her
close read of the language and her excellent "catch".

BEST VALUE—Going Forward in Procuring Printing and Mail Services - By Gloria Harris

A new statewide contract for Printing and Mail Services
(#OFF15) is in effect which gives Eligible Entities new and
specific instructions for procuring copy, print and mail services
from the qualified list of contractors. These key changes will
assist purchasers in getting the best overall value while making
the decision that not only meets all their requirements but also
makes the most sense.

This five-year contract (Contract Term-April 7, 2003-April
6, 2008) has five additional 12-month options for renewal. OSD
Update 03-25 directs Executive Agencies to get at least three
quotes from the contractors, compare the quotes, and select the
Contractor that provides the "lowest quote". The "lowest
quote" contractor is the one, which meets all requirements
including cost, quality and delivery.

As part of the Purchasing Agent's direction, the Common-
wealth of Massachusetts' Eligible Entities must send an OFF15
Quote/Order to each of the two in-house printing departments
(Central Reprographics and MassCor). In addition, purchasers
may request a quote from one or more OFF15 contractors in
order to make well-informed decisions.

The only exception to the Eligible Entity not choosing the
"lowest quote" contractor is when that contractor is one of the
two in-house printing departments which has documented poor
job performance on a previous job order substantiated by a
Customer Survey complaint.

OSD Update 03-25 provides the detailed instructions for
purchasing printing as well as the additional category for mail
services.

Annual Statewide AMP Fiscal Year Kick Of Meeting

**STATE HOUSE, GREAT HALL OF FLAGS
ON TUESDAY, SEPTEMBER 16, 2003
AT 10 A.M. TO 1:00 P.M.**

The Affirmative Market Program invites all State Agencies, AMP Coordinators, and the Minority and Women-Owned Business (M/WBE) community to attend its 4th Annual Fiscal Year Kick off Meeting.

M/WBEs who would like to do business with state agencies should attend this event. This will be a great opportunity to:

- Become informed on FY 04 AMP Initiatives and Activities
- Meet the AMP Business Advisory Board
- Network and meet with AMP Coordinators and other key agency decision-makers
- Learn more about procurement opportunities with the Commonwealth.
- Participate in a panel discussion lead by members of the Business Advisory Board

For AMP information or event registration please log on to the AMP Website @ www.mass.gov/amp or contact the AMP Program at amp@state.ma.us or call 617-720-3300.

Safety and Evacuation Supplies and Equipment all in one place for your convenience!!! - By Peter M. Sasso

Over the past two years the OSD has received many requests for safety and evacuation equipment and supplies. Last October a representative group of PMT members from the Lab, Hospital, Public Safety and Facilities met to discuss how we could help agencies obtain information about these safety and evacuation supplies and equipment in a convenient manner. After discussion with the new PMT, it was decided that to produce any entirely new contract with safety supplies and equipment would be duplicating what we now already have on several contracts. The PMT thought it would be more effective to produce a booklet that referenced all the safety and evaluation supplies and equipment already on statewide contracts. There are many supplies and equipment that can be obtained from several contracts and our goal was to categorize these all in one document.

To meet this objective a reference guide to **Statewide Safety and Evacuation Supplies and Equipment contracts** has been compiled. This reference guide lists all the pertinent statewide contracts with examples of safety supplies and equipment that can be purchased from each of the contracts. This will help agencies with purchasing supplies for their safety and evacuation plans and protocols, which have become common in many agencies.

A copy of this reference guide can be found on the first page of the OSD website www.mass.gov/osd and also under several Lab, Medical, Facility and Public Safety contracts. If you can not locate the electronic version of the guide and would like a hard copy, please contact Peter Sasso at (617) 720-3307 or email at peter.sasso@osd.state.ma.us

Medicine & Medical Services PMT Briefs - By Brian Putnam

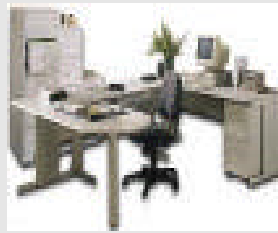
Maintenance and Repair of Medical and Lab Equipment (MED25 MSA ST4L491): The new contract started on July 1, 2003 with 31 Contractors. If a contractor that a department needs to use is not on the contract it is possible for them to be added. The PMT had the foresight to structure the RFR and contract to allow for the addition of contractors at any time. To add a contractor, the contractor must be qualified; meet all the terms and conditions of the RFR; and a department must state their need to use that contractor's services. Information about this contract can be found in [OSD Update 03-22](#).

Pharmaceutical Prime Vending contract MED17: The contract with AmerisourceBergen has been extended to July 1, 2004. Information about this contract and the Pharmacy Group Purchasing Contract (MED18) with MHA can be found in [OSD Update 01-36A](#).

Massachusetts Alliance for State Pharmaceutical Buying (MASPB): Jefferson County in Beaumont Texas is the latest entity to join MASP. More information about MASP can be found at www.MASPB.com.

Laverne Newman: of DMH has resigned from the PMT. I can't say enough good things about Laverne, she was a charter member, insightful, always willing to pitch in and work. The members of the PMT will all miss working directly with her.

If any of the readers would like to contact me (Brian Putnam, PTL) my direct phone number is (617) 720-3328 and my e-mail is brian.putnam@state.ma.us. If you are interested in becoming a member of the Medicine and Medical Services PMT please contact me.



It's Never Too Late to Stretch the Dollar

- By Bob Guerard

The Office Team would like to remind you that it is never too late to continue stretching the dollar into Fiscal Year 04'. The current

"Big Buy" promotional discounts for contract **OFF02** Digital Photocopiers, **OFF03** Open Plan Office Furniture, Ergonomic Keyboards and Office Chairs and **OFF05** Recycled 20#, 8-1/2" x 11" white paper are still in effect. The **OFF02** contract promotion is valid through September 19, 2003 with installation by October 31, 2003. The **OFF03** contract promotion is valid through September 15, 2003 with installation mutually agreed upon by the Contractor and the Eligible Entity. The **OFF05** promotion is valid through August 31, 2003 with delivery by September 30, 2003. Look for detailed savings at www.comm-pass.com

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II project!**

Contact us at:

The Operational
Services Division
1 Ashburton Place,
Room 1017
Boston, MA 02108
(617) 720-3300
fax: (617) 727-6123

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Diesel, Gasoline and Heating Fuels Update

- By James Ferri

The bulk transportation and heating fuels contracts are awarded based on eight designated zones. An entire zone is awarded to a vendor and in some cases, one vendor is responsible for multiple zones. The pricing structure is based on a vendor differential price + the posted daily index price + tax (where applicable). The gasoline, diesel and #2 heating

fuel contracts offer a discounted differential price for truckload deliveries. Complete contract information, the latest updates and access to the daily indexed pricing is available on the Energy Contracts page of the OSD Website: www.mass.gov/osd.

ENE09-Diesel Fuel: The bulk delivery of diesel fuel contract was extended through 11/30/03 at the same rates and conditions. This contract offers three grades of diesel: Low Sulfur, Low Sulfur Additive Premium and High Sulfur Diesel. The current vendors are Global, Taylor, F.L. Roberts and Continental (SOMWBA). An RFR is in process for this contract.

EN005-Unleaded Gasoline: This contract for the bulk delivery of unleaded gasoline was recently extended through 06/30/04 at the same rates and conditions. This contract offers three grades of unleaded gasoline: Regular-87 Octane, Midgrade-89 Octane and Premium-93 Octane. The current vendors are Sprague Energy Corporation and Global Montello Group. A new RFR for this contract will be released in FY04.

EN008-No. 2 Heating Fuel: The bulk delivery #2 heating fuel contract was recently extended through 07/31/04 at the same rates and conditions. The current vendors are Global, East Coast (SOMWBA), Continental (SOMWBA) and L.R.Sweatland. A new RFR for this contract will be released in FY04.

EN009 & EN009A - No. 4 and No.6 Residual Fuels: This contract for the bulk delivery #4 & #6 residual fuels was recently extended through 06/30/04 at the same rates and conditions. This contract includes .5 and 1% sulfur content products. The current vendors are Global and Continental (SOMWBA). A new RFR for this contract will be released in FY04.

For information on any of the above mentioned contracts or energy related comments, suggestions and/or concerns, please contact James Ferri, Procurement Team Leader at 617-720-3168 or via email james.ferri@osd.state.ma.us

*** THE IT HARDWARE INSIDER *** NEW RFR FOR IT EQUIPMENT UNDER DEVELOPMENT

- By Gerry Ostrer

The PC Contract (**ITC05**) will reach the end of its life cycle in June 2004. As a result, the IT Hardware PMT is now developing a major replacement for that contract. This new contract (**ITC16**) must be available in the late fall to accommodate K-12 schools and libraries as they file their plans and requests for telecommunications and network ERate projects. Filing must be completed by early January 2004. Projects are federally reimbursed on a formula calculated for each city and town.

Additionally, two server/mainframe contracts (**ITC03** for Original Equipment manufacturers and **ITC06** for Resellers) will be included and expanded within the new contract. Thus **ITC16** will include all major IT equipment under a single umbrella contract. This will facilitate the ease of contract use for IT equipment and strengthen the management, control and administration of IT equipment. The 'best pricing' will continue to be achieved.

Completion of the RFR will be accomplished in two phases. The functionality of **ITC05** and elements of other contracts (**ITC03** and **ITC06**) will be included in the first phase while the remainder will be completed in the second Phase. For information, please reference the web site www.mass.gov/osd and search for **ITC16**.

Your ideas and thoughts are important to us. Please consider participation on an IT Hardware Procurement Management Team. You are invited to contact Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

IT Software and Services – ITS07 Renewed and Rate Reduction Plan - By Marge MacEvitt

RENEWAL: On June 30, 2003 **ITS07** (the statewide contract for IT services) had 452 contractors; on July 1, 2003 that number dropped to 364, as 88 contracts were not renewed. In some cases, these were contractors who had gone out of business. Others are alive and well, but didn't happen to notice their contracts were expiring and didn't get my eMail reminders to that effect. A listing of contractors as of July 1, 2003 can be found at <ftp://ftp.comm-pass.com/Data/0055960097.xls> Contractors who did not renew are clearly indicated. Contracts cannot be renewed after they have expired, however, new contracts can be written for these contractors. Agencies wishing to do business with a Contractor whose contract has expired, please send me an eMail to that effect.

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Facilities PMT News

The Facilities PMT has several projects in process. The PMT members have had a busy summer and anticipate a busy fall. We welcome new members at anytime. The PMT only meets once a month for 2 hours and subgroups meet separately as needed to work on specific projects.

The PMT has awarded a new Tradespersons contract under new contract number (**FAC29**). The contract is awarded in MMARS under two MSA numbers – **ST3J601** and **ST3L431**. Any requests to re-open the RFR for services or areas which lack coverage need to be made in writing before the end of August. Contract users may email kristal.doherty@osd.state.ma.us with these requests. The PMT will review all requests and the current contractor list to determine if the RFR will be re-opened.

The PMT will be posting a new RFR for Building Materials & Supplies (**FAC27**) and a new RFR for Environmental Testing Services (**FAC30**) in August. The PMT plans to award these new contracts to begin October 1, 2003.

The PMT is currently working on a new contract for Farm, Lawn, Garden and Outdoor Application products which will replace the existing contract (**FAC19**). Work will also begin on a new Moving Services RFR near the end of this year.

If you have questions on any of these contracts or suggestions for future Statewide contracts please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy PTL michelle.bessler@osd.state.ma.us.

—Professional Services News Briefs—

MARKET-'WISE'—Save \$\$\$\$ and Time

- By Michael Maguire

Are you wishing for one package that solves your Marketing, Advertising, Public Relations, & Event Planning Service needs? Look no more! Statewide Contract **ST2H041**, newly renewed through June 2005 can meet your needs. Services available include Marketing/Audience Segmentation, Media and Promotional Strategy, Graphic Design, Media Placement & Distribution, Strategic announcements, Press Event Coordination, and Event Planning and Coordination. This contract is available to all entities deemed eligible by the State Purchasing Agent. For more information on this contract and how to use it, please use [OSD Update 03-13A](#), posted on OSD's Comm-PASS site (www.mass.gov/osd).

EXPERTS—As NEEDED— By TESS FRANCISCO

Completely overwhelmed and frustrated? Need help moving forward with a new project? OSD is pleased to announce a new Statewide Contract for Management Consultant, Program Coordinator and Planner Services (**ST2H191**). Services in seven specialty areas are offered: Finance, Human Resources, Organizational Development, Education, Health Services, The Environment, and Program Development. This contract is available to all entities deemed eligible by the State Purchasing Agent. For more guidance on using this contract, please refer to [OSD Update 03-24](#), posted on OSD's Comm-PASS site (www.mass.gov/osd). The current list of contractors for ST2H191 is kept in Excel format on the Comm-PASS site for this contract. Each contract user entity, known as a CUE, is responsible for checking the list of Statewide Contracts already in place to determine if there is a Statewide Contract that is a better match for their exact needs. All contractors are prohibited from rendering services under ST2H191 that are offered under other Statewide Contracts. CUEs must solicit quotations from a minimum of three (3) contractors that are listed as offering services in the specialty area in which the service will be conducted. The CUE is responsible for soliciting the quotations using the 'Statement of Work' for this contract, which is posted on Comm-PASS under ST2H191. The initial 'Statement of Work' solicitations for quotations should be sent to ST2H191 contractors via e-mail. Copies of the offer sent to a minimum of three contractors must be retained in the CUE's procurement file. A signed, original 'Statement of Work' for each contract engagement is required to be kept on file by the CUE in order to be in compliance with this contract. CUEs are responsible for using the most current Excel list when using this contract. Rates for this contract are set up for payment via two separate options. Encumbrances are to be set up for payment as either per individual/per hour or per individual/per day. [For MMARS users, the abbreviation 'UMND' appears above either choice, in the MMARS system, and stands for 'user must negotiate down'.] The maximum prices are not to be exceeded, but are to be considered at the high range for the services of each contractor, by every CUE. Payment schedules may be negotiated with regard to acceptance of deliverables, if applicable to the work.

For information and/or suggestions on this contract and other Professional Services contracts, please contact Tess Francisco, Procurement Team Leader at 617-720-3135 or via email Tess.Francisco@osd.state.ma.us

Animal and Public Safety/Law Enforcement

Contract Announcements - By Betty Fernandez

Animal/Veterinary Services (ST4J521): The Department of Correction and the Massachusetts State Police, on behalf of the Operational Services Division, have awarded a Statewide Contract for Veterinary Services (**ST4J521**). This contract provides comprehensive veterinary treatment, care, and maintenance, as well as 24-hour emergency care of canines and horses, etc. This comprehensive care will continue throughout the life of the animal. The effective date of this contract is July 1, 2003 through June 30, 2007.

This Statewide Contract is available for all agencies of the Commonwealth, eligible users as stated within the contract update and other eligible entities designated in writing by the State Purchasing Agent may purchase from this contract. For detailed and general information regarding this contract please refer to the Comm-PASS web site (www.comm-pass.com) animal category or for the direct link (http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=014712&dept_code=&cp_xx=).

Weapons, Ammunitions and Accessories (LAW02): The Law Enforcement Procurement Management Team (PMT) is pleased to announce the RENEWAL of Weapons, Ammunitions and Accessories (**LAW02**) contract with the following seven contractors: Richard A. Sherburne, Inc.-Greenfield, MA, Interstate Arms Corp.-Billerica, MA, Sigarms Inc.-Exeter, NH, Beretta USA Corp.-Accokeek, MD, Central Equipment Co.-Millis, MA, AAA Police Supply-Dedham, MA and Jurek Bros.-Greenfield, MA.

The renewal of this contract is effective for six months from August 1, 2003 to January 31, 2004 with no options to renew remaining. **OSD Update 02-26A** with the list of contractors, pricing and general information is available on Comm-PASS (www.comm-pass.com) or for the direct link to the site (http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=000795&dept_code=&cp_xx=).

Beginning in August 2003, the Law Enforcement PMT will begin their work on developing a new Request for Response (RFR) to replace the LAW02 contract. Any law enforcement entities wishing to get involved with this initiative may contact Betty Fernandez at 617-720-3133 or Betty.Fernandez@osd.state.ma.us.

As always, any department interested in getting involved with any of the above mentioned initiatives, or if you have comments and/or suggestions please contact Betty Fernandez, Procurement Team Leader, 617 720 3133 or E-mail Betty.Fernandez@osd.state.ma.us.

New Solicitation Notification Services

Interested in automatic email notifications when a new solicitation matching your customizable profile is posted? Go to <http://www.Comm-PASS.com> and learn about the new Solicitation Notification Services available by subscription!

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Save money on your next print job by contacting Central Reprographics at (617) 720-3317.

Looking for a Statewide Contract?

Try the OSD Current Statewide Contracts listing at www.mass.gov/osd & follow the links to the Current Statewide Contract site or

Search Comm-PASS
www.Comm-PASS.com

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SAVE POSTAGE DOLLARS WITHOUT SPENDING A DIME - By Gloria Harris

If your agency or department is sending first class mail at full rates, then you can start saving an average of \$.02 on every 1 & 2 ounce letter you mail. This special program is offered under Statewide Contract OFF15 by Category B, Mail Service Providers where you do not pay for the mail services or the pick up of mail. The United States Post Office will pay the Mail Service Providers. You receive a statement weekly showing how many pieces were processed and how much you've saved.

Examples of Ways to Save:

Agency (A)

Process file, address, sort, and delivery of 12,600 post cards:

Full Postage = .23 Mail Service Discounts = .176

Postal Savings up to .054 x 12,600 = \$680.40

Agency (B)

Process file, address, sort, and delivery of 12,600 letters-First Class and Standard Rates:

(First Class) Full Postage = .37 Mail Service Discounts = .268

Postal Savings up to .092 x 12,600 = \$1159.20

(Standard) Full Postage = .268 Mail Service Discounts = .164

Postal Savings up to .104 x 12,600 = \$1310.40

Hints for Increased Savings:

- 1 Email file to mail house so the file can be sorted for lowest postal discounts.
- 2 When printing envelopes, have permit preprinted to save metering cost.
- 3 If you want your letter personalized, use window envelope so address and barcode will only need to be printed once with no matching costs.

There are five Mail Service Providers offering these services. Contact them directly for more information and an opportunity to participate in the contribution of over \$1,000,000 annual mail processing savings to the Commonwealth of Massachusetts.

OFF15 Mail Services Contractors:

Boston Mailing Company, Inc. @ 617-261-4880

AMF Mail Advertising @ 617-282-8335

JLS Mailing Services, Inc. @ 508-313-1024

MASS Communications, Inc. @ 978-840-9880

Moore North America, Inc. @ 508-229-4735



~9TH ANNUAL~

Buy Recycled & Environmentally
Preferable Product (EPP) Vendor
Fair and Conference

~Wednesday, October 8, 2003~
Worcester Center Centrum in

Worcester, MA

SAVE THE DATE!

Every year, hundreds of purchasing and environmental staff from across the state come to the EPP Vendor Fair and Conference to obtain up-to-date information on buying EPPs, network with peers and meet the vendors who supply these products and services. This is your invitation to be part of this exciting full-day event entitled, "*Sustainability: Common Cents for the Commonwealth*."

This year's 9th annual conference will confront the issues of shrinking budgets and reduced staff by featuring EPP purchasing strategies and case studies that involve real-life cost saving and cost avoidance experiences. Learn how to use your government purchasing power to:

- stretch your dollars to the max and cut disposal costs by reducing waste,
- reduce the amount of toxic substances entering our local environment,
- improve indoor air quality and lessen impacts to

(Continued next column)

climate change,

- and hear directly from your peers who are already reaping the benefits.

While last year's event drew close to 800 attendees and 100 vendors, this year's will have an even more unique slate of educational workshops along with the full hall of product exhibits, an awards luncheon and some new and exciting exhibitor door prizes. See details and on-line registration beginning August 4, 2003, at <http://www.mass.gov/osd/enviro/EVENTS.HTM>.

AMP BUSINESS ADVISORY BOARD'S - By Monsi Quinones "The Business to Business Mentoring Initiative"

The AMP Business Advisory Board's mission is to:

Assist the Commonwealth and it's AMP participating entities in maintaining the objectives of Executive Order 390.

Create and support initiatives that represent the interests of the SOMWBA certified vendor community.

One such Initiative lead by Board members is "The Business to Business Mentoring Initiative". We feel strongly that by providing a mechanism for support, training and understanding of the public contracting process representation of Minority- and Women-Owned Businesses can increase.

For more information on this initiative make sure to attend our Fiscal Year Kickoff on September 16th. Initiative outline and referral forms for participating in this activity will be available very soon on the AMP website at www.mass.gov/amp.

From the desk of the Vehicles & Related Services

PMT - By Ron Whitaker

The Vehicles & Related Services Procurement Management Team (VRSPMT) has been busy during this past spring. VRSPMT activities include:

Hybrid Vehicles VEH34: The VRSPMT has renewed the Hybrid Vehicles contract; a new OSD Update will follow. This is the last option to renew and the VRSPMT will be going out to bid in February or March of 2004.

Fleet Management Services ST9L431: The VRSPMT has renewed this contract, which has two remaining extensions after this year. This contract provides the services, which tracks our vehicles.

Light Natural Gas (CNG) Vehicles VEH38A: The VRSPMT is pleased to announce that contract awards have been made for 17 various vehicles an OSD Update will be forthcoming.

Furnish & Delivery of Sodium Chloride (Road Salt) VEH40: The VRSPMT requested a price decrease but all vendors did not meet the requested terms. The PMT felt that it was imperative to check the current status of the salt market. The VRSPMT has decided to go out to bid in August of 2003. The new contract number will be **VEH52** and the bid will utilize the On Line Bidding Process/ Reverse Auction.

Boat, Parts and Supplies RFR VEH53: The VRSPMT has had to place this RFR in the backseat so to speak, giving priority to other contracts. The VRSPMT will schedule meetings again in September 2003. Our efforts are fueled by the new regulations, which will govern boating in FY2006.

Bituminous Concrete & Patch VEH36: This contract has been extended and it is the hope of the VRSPMT and others that this will help solve our pothole problems. Once all vendor extensions have been received an OSD Update will be forthcoming.

Motor Pool Cleaning Services VEH41/ST2L442: The contract has been extended and the motor pool vehicles will continue to be kept clean and ready for state employee use. **Please** keep in mind that all Motor Pool vehicles are to be **refilled with fuel** after use. An OSD Update is being developed for dissemination.

Aluminum Sign, Blanks VEH50: The RFR is near completion and waiting financial approval from the Massachusetts Highway Department (MHD) for the On Line Bidding Event/ Reverse Auction. The VRSPMT is currently working the Affirmative Marketing piece on the RFR. This contract will also be in the Massachusetts Turnpike Authority (MTA). This will be the first time that the MTA has joined with the Operational Services Division.

Auto Plate Coiled Aluminum VEH51: The Commonwealth will be using the last free On Line Bidding Event/Reverse Auction available from Procuri Inc., the On Line Bidding vendor. The aluminum in this contract will be used to make license plates at the Department of Correction (DOC). The RFR will be completed in August 2003.

If you are looking for an active role in making a difference in the statewide procurement process, then the VRSPMT is for you. You may contact the Procurement Team Leader, Ronald L. Whitaker at 617-720-3112 or via email at Ron.Whitaker@osd.state.ma.us **Happy and safe driving!**



STAR stuff and more...

By Bill Funk

Each year, everyone gets inundated with "stuff". My reference here to "stuff" is in the area of training and education and the

reality that, as state employees, we sometime don't have sufficient opportunity to get enough professional education. We hope that OSD's STAR 2004 event can provide high quality and affordable (free!) education and training opportunities to all Commonwealth employees.

So, what's new and planned? NewMMARS and OSD's Enhanced Comm-PASS project are just two of the many educational training opportunities that will be presented at the STAR 2004 event.

With NewMMARS implementation scheduled in May 2004, what better place to conduct training and release information than at STAR 2004? Staff will have an opportunity to preview the Commonwealth's new state of the art accounting system with numerous improvements and efficiencies over current MMARS. Comptroller staff will be available to answer questions as the Commonwealth moves closer to launching NewMMARS for Fiscal Year 2005 business.

OSD's current Comm-PASS system will be enhanced with new features such as a more robust search engine, options to submit responses electronically and RFR templates. In addition, the Enhanced Comm-PASS system will be made available to cities and towns to create a more robust and dynamic procurement marketplace.

(Continued on page 8)

IT Software and Services – ITS07..... Cont. from page 4

As part of the renewal process, Contractors were required either to offer a prompt pay discount or to demonstrate that this would be an undue burden on their companies. About 80% of the Contractors offered some sort of prompt pay discount, with the most common terms being a 2% discount if payment is made within 15 days. Some companies offered as much as a 5% discount. Data entry from the renewals is not yet complete. Once all the data has been updated, we will make it available to agencies.

RATE REDUCTION PLAN: On June 5, 2003, the Commonwealth's CIO, Peter Quinn, introduced a rate reduction plan for IT contractors, calling for reductions in current contracts ranging from 10% to 20%, depending on the contractor's billing rate. Those at the higher billing rates have the larger percentage reductions. Here is a link to the memo: [ftp://ftp.comm-pass.com/Data/0055960092.pdf](http://ftp.comm-pass.com/Data/0055960092.pdf) On June 16, ITD published a supplementary memo providing examples and more specific

guidance to agencies on achieving rate reductions: [ftp://ftp.comm-pass.com/Data/0055960098.pdf](http://ftp.comm-pass.com/Data/0055960098.pdf) This policy applies to all IT contractors, not just ITS07 companies. The purpose of the rate adjustments is to minimize personnel and project cuts in FY04. ITD's rate reduction initiative will be of great assistance to state agencies which must make fewer IT dollars stretch further in these challenging times.

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us
A listing of OSD telephone numbers can be found at www.mass.gov/osd

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OSDiscussions/Summer 2003

Recent OSD Updates

(Copies of OSD Updates are available, listed by category and numerically, on the Internet at www.mass.gov/osd)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Energy	No. 2 Heating Fuel, No. 4 & No. 6 Fuel Oil Contracts	EN008, EN009 & EN09A	02-51A	Contract Extension
Energy	Unleaded Gasoline	EN005	02-49A	Contract Extension
Energy	Utility Bill Audit	ST7T091	02-29A	Contract Extension
Facilities	Farm, Lawn, Garden & Outdoor Application Products	FAC19	01-08C	Contract Extension
Hospital	Medical and Surgical Commodities (GPO)	HSP20	04-01	New Contract
Hospital	Medical and Surgical Commodities Dist.	HSP21	04-02	New Contract
Information Tech.	Centrex Services	ITT07	00-38C	Contract Extension
Information Tech.	Communication Network Services (CNS)	ITT09	01-14C	Contract Extension
Information Tech.	Internet Services and Hosting Services	ITT13	04-03	New Contract
Information Tech.	Premises Based Telecommunication Sys	ITT11	02-15A	Contract Extension
Medicine	Maintenance and Repair of Medical and Laboratory Equipment	MED25	03-22	New Contract
Medicine	Pharmacy Prime Vending & Pharmacy Group Purchasing Organization	MED17 & MED18	01-36A	Contract Extension
Office Supplies	Film, Photographic, Audio & Videographic Services & Related Supplies	OFF17	03-23	New Contract
Office Supplies	Printing Services and Mail Services	OFF15	03-25	New Contract
Office Supplies	Recycled Paper & Envelopes	OFF05	99-20J	Updated Pricing
Professional Services	Conference Center Use, STAR and Other Events	ST2E221	02-37A	Contract Update
Professional Services	Court Reporter & Transcription Svcs.	ST9J141	00-07D	Contractor Update
Professional Services	Marketing, Advertising, Public Relations, & Event Planning Services	ST2H041	03-13A	Contract Renewal
Professional Services	Management Consultant, Program Coordinator and Planner Services	ST2H191	03-24	New Contract

Still Searching for Team Members - By Bob Guerard

The search for new team members interested in assisting the Commonwealth in creating the most aggressively priced and serviced contract for statewide use by all Eligible Entities is ongoing. Your participation in the creation of the RFR for Stockless Office Supply and Recycled Paper and Envelope is critical for the success in the development of the new contract. It is never too late to join work begins September 2003!. If you are interested please contact Bob Guerard at 617-720-3321 or e-mail me at office.ptl@osd.state.ma.us as soon as possible. I look forward to your participation and valued input.

STAR stuff and more.....Cont. from page 7

Again, why not be at STAR 2004 for the presentations on these new and improved systems? In addition, there will be workshops conducted by the CTR, IGO, HRD, OSD, ITD and possibly a CIO Roundtable addressing public and private sector initiatives.

STAR 2004 will be held for two days at Worcester's Centrum Centre, April 27 & 28, 2004 from 8:30 am to 2:30 pm. For additional information, please visit the new STAR Website after September 1st at www.mas.gov/star.

Goodbye From OSD

OSD Departures: OSD said goodbye to Michael Maguire on July 24 as he sets "sail" for work with the Federal Government's Department of Homeland Security (DHS) here in Boston. Michael began his tasks as a Deputy Procurement Team Leader at the Operational Services Division in March 2001. In 28 months Michael excelled in his position and was responsible for many existing contracts and a number of exciting new initiatives. OSD staff and the Procurement Team Members from the following teams will be wishing him the best in his new position as a Budget Analyst for DHS: E-Learning; Training & Organizational Development; Foreign Language, Written Translation & Oral Interpretation Services; Court Reporting & Transcription Services; Marketing, Advertising & Public Relations and all those at DOE and DOC that he work with on special projects. Good Luck Michael!

New and Enhanced Comm-PASS.....Cont. from page 1

- Access automated workflow for solicitation/contract processes
- Utilize document templates
- Eliminate paper documents and associated costs
- Employ bulletin board capabilities to promote collaboration

With no operating or capital resources available, OSD and BearingPoint are using subscription fees for project funding. Manual search and retrieve functions will remain free. However, interested bidders may subscribe online for value-added services including:

- Basic Annual Subscription: customized desktop for email alerts and bid updates, tracking solicitations, submitting bids electronically, and participating in online bidder conferences.
- Premium Annual Subscription: Basic services plus viewing contracts as they are established, requesting Freedom of Information Act (FOIA) documents, specialized reports and queries, and more.
- Per-Transaction: pay-as-you go for one-time services

Please note: any subscriber with a valid Solicitation Notification Service (SNS) account as of October 31, 2003 will be migrated as a Basic Subscriber at no additional charge for the remaining term! Subscribe at <http://www.mass.gov/osd>

OSDiscussions/Summer 2003

General comments about this newsletter can be directed to:

Suzanne.Pierre@osd.state.ma.us